

Purchasing & Contracting



Department Description

The Purchasing & Contracting Department is responsible for the City's centralized procurement and materials management functions to ensure the availability of materials, supplies, equipment, and services to meet the City's capital improvement program and operational needs. The Department manages the awarding of contracts for professional and general services that are necessary to support the City's operational and administrative functions. Procurement professionals carry on the daily operational contracting needs of the organization, maintain the warehousing of essential materials, support mail center operations, and administer internal service level agreements.

The Department's mission is:

To support the achievement of the City's Strategic Plan goals and objectives by providing superior services and support to City departments and customers for the centralized acquisition of services and supplies

Goals and Objectives

The following goals and objectives represent the action plan for the Department.

Goal 1: Procure high quality products and services for the best value, promoting fiscally-sound, efficient City government

Provide the highest quality products and services at the best value to meet the various operational needs of the City. The Department continues to move toward accomplishing this goal by focusing on the following objectives.

- Standardize department operations
- Streamline procurement measures
- Implement strategic sourcing
- Improve vendor performance measurement
- Support of diversity and local businesses

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Goal 2: Effectively manage contracts and related data, promoting fiscally-sound, efficient City government

Having well-managed contracts, agreements, and supporting documents aid in the effective operation of the Department and the City as a whole. This will result in more efficient and timely receipt of goods and professional services. The Department moves toward accomplishing this goal by focusing on the following objectives.

- Implement integrated technical solutions for comprehensive contract management
- Provide customers with increased outreach on bid opportunities
- Improve staff contract administration training
- Streamline internal customer complaint notification process
- Resolve contractor issues in a timely manner

Goal 3: Provide excellent customer service

Ensuring that customers are provided excellent service is paramount to the organization. The Department will work to ensure that it is able to deliver accurate and timely customer service to enable City employees to perform their jobs more effectively. The Department moves toward accomplishing this goal by focusing on the following objectives.

- Improve guidance and resources available for internal and external customers
- Provide basic customer service training for Department staff
- Enhance departmental teamwork
- Solicit customer feedback and use it to improve service delivery

Goal 4: Pursue continuous workforce learning to ensure critical, high quality skill sets, and a responsive and innovative workforce

Developing and retaining a trained and skilled workforce is essential to the success of the Department. Ensuring that its employees are adequately trained, continuing to pursue professional development/education, and taking advantage of development opportunities, helps create a high performing organization that operates more efficiently and effectively. The Department moves toward accomplishing this goal by focusing on the following objectives.

- Participate in professional organizations and regional contracting efforts
- Support professional development and training
- Implement team rotations and cross-training

Goal 5: Promote highest ethical standard and behavior among employees to promote public trust and confidence in City government

The Department moves toward accomplishing this goal by focusing on the following objectives.

- Offer training to management and staff on ethical standards
- Management review of standards and ethical practices with staff on a regular basis
- Provide training on ethic standards set by National Institute of Governmental Purchasing (NIGP), National Association of Purchasing Managers (NAPM), and/or National Contract Management Association (NCMA)

Service Efforts and Accomplishments

The Department's most recent accomplishments are described below.

- This past calendar year, the Architectural and Engineering (A&E) section awarded 137 contracts and amendments.
- The Contracting section awarded 95 contracts this past calendar year and advertised 114.
- Purchasing & Contracting received the Achievement in Excellence in Procurement award for Fiscal Year 2010.

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Key Performance Indicators

Performance Measure	Actual FY2010	Estimated FY2011
Average time from bid opening to construction contract award	90 days	90 days
Average time from proposal receipt to vendor selection/contract award	120 days	120 days
Percent of customer survey above '3' scale	85.4%	90.0%
Average time to establish purchase order	15.79 days	14.21 days
Percent of staff attending City-wide training on ethics and general City-wide codes of conduct	100%	100%
Cost savings/cost avoidance achieved via strategic purchase processes	N/A ¹	\$350,000

1. This is a new measure. Savings were not tracked prior to Fiscal Year 2011.



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Department Summary

	FY2011 Budget	FY2012 Proposed	FY2011–2012 Change
Positions	60.00	61.39	1.39
Personnel Expenditures	\$ 4,666,659	\$ 5,213,064	\$ 546,405
Non-Personnel Expenditures	22,858,839	23,060,605	201,766
Total Department Expenditures	\$ 27,525,498	\$ 28,273,669	\$ 748,171
Total Department Revenue	\$ 24,566,971	\$ 24,945,854	\$ 378,883

General Fund

Department Expenditures

	FY2011 Budget	FY2012 Proposed	FY2011–2012 Change
Purchasing & Contracting	\$ 3,665,027	\$ 4,071,365	\$ 406,338
Total	\$ 3,665,027	\$ 4,071,365	\$ 406,338

Department Personnel

	FY2011 Budget	FY2012 Proposed	FY2011–2012 Change
Purchasing & Contracting	37.00	38.39	1.39
Total	37.00	38.39	1.39

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Equipment/Support for Information Technology Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	\$ 176,906	\$ -
Hourly Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	1.39	65,908	-
Non-Discretionary Adjustment Total expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	62,210	-
Reduction of Non-Personnel Expenditures Reduction of miscellaneous non-personnel expenditures. The department's ability to handle daily operations will be affected as office supplies will be kept to a minimum, memberships to professional organizations will be curtailed, and training opportunities for employees will be reduced.	0.00	(8,595)	-
Reduction in Supplies and Contracts Additional reduction of supplies and contracts expenditures after a review of prior year spending trends.	0.00	(15,375)	-
Revised Revenue Adjustment to reflect Fiscal Year 2012 revenue projections.	0.00	-	37,050
Total	1.39	\$ 281,054	\$ 37,050

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Expenditures by Category

	FY2011 Budget	FY2012 Proposed	FY2011-2012 Change
PERSONNEL			
Salaries and Wages	\$ 1,930,484	\$ 2,145,948	\$ 215,464
Fringe Benefits	1,347,981	1,492,084	144,103
PERSONNEL SUBTOTAL	\$ 3,278,465	\$ 3,638,032	\$ 359,567
NON-PERSONNEL			
Supplies	\$ 51,399	\$ 50,364	\$ (1,035)
Contracts	144,277	169,402	25,125
Information Technology	159,215	176,906	17,691
Energy and Utilities	5,371	3,720	(1,651)
Other	26,300	32,941	6,641
NON-PERSONNEL SUBTOTAL	\$ 386,562	\$ 433,333	\$ 46,771
Total	\$ 3,665,027	\$ 4,071,365	\$ 406,338

Revenues by Category

	FY2011 Budget	FY2012 Proposed	FY2011-2012 Change
Charges for Services	\$ 636,500	\$ 673,550	\$ 37,050
Other Revenue	70,000	70,000	-
Total	\$ 706,500	\$ 743,550	\$ 37,050

Personnel Expenditures

Job Number	Job Class	Job Title / Wages	FY2011 Budget	FY2012 Proposed	Salary Range	Total
Salaries and Wages						
20000012	1105	Administrative Aide 1	2.00	2.00	\$36,962 - \$44,533	\$ 78,609
20000024	1107	Administrative Aide 2	2.00	2.00	42,578 - 51,334	96,935
20000071	1153A	Assistant Engineer-Civil	1.00	2.00	57,866 - 69,722	125,845
20000145	1221B	Associate Engineer-Civil	2.00	2.00	66,622 - 80,454	78,443
20000119	1218	Associate Management Analyst	5.00	4.00	54,059 - 65,333	187,780
20000539	1535	Clerical Assistant 2	1.00	1.00	29,931 - 36,067	33,421
20000545	1536	Contracts Processing Clerk	3.00	3.00	32,968 - 39,811	114,060
20001101	2132	Department Director	1.00	1.00	59,155 - 224,099	139,678
20000924	1876	Executive Secretary	1.00	1.00	43,555 - 52,666	51,349
20000293	1349	Information Systems Analyst 3	1.00	1.00	59,363 - 71,760	71,760
20000680	1648	Payroll Specialist 2	1.00	1.00	34,611 - 41,787	40,742
20000791	1783	Principal Procurement Specialist	2.00	2.00	59,363 - 71,864	137,978
20000227	1282	Procurement Specialist	7.00	7.00	49,109 - 59,488	395,330
20001222	2270	Program Manager	1.00	1.00	46,966 - 172,744	109,855
90000783	1776	Public Information Clerk - Hourly	0.00	1.00	31,491 - 37,918	31,491
20000890	1855E	Senior Civil Engineer	2.00	2.00	76,794 - 92,851	164,538
90000890	1855E	Senior Civil Engineer - Hourly	0.00	0.39	76,794 - 92,851	29,949
20000927	1879	Senior Clerk/Typist	1.00	1.00	36,067 - 43,514	42,426
20000015	1106	Senior Management Analyst	1.00	1.00	59,363 - 71,760	67,813
20000879	1850	Senior Procurement Specialist	1.00	1.00	53,955 - 65,270	63,638
20000756	1746	Word Processing Operator	2.00	2.00	31,491 - 37,918	73,940
		Bilingual - Regular				4,368

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Personnel Expenditures (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2011 Budget	FY2012 Proposed	Salary Range	Total
		Overtime Budgeted				6,000
Salaries and Wages Subtotal			37.00	38.39		\$ 2,145,948
Fringe Benefits						
		Employee Offset Savings				\$ 27,848
		Flexible Benefits				225,094
		Long-Term Disability				18,875
		Medicare				30,019
		Other Post-Employment Benefits				221,200
		Retirement ARC				756,234
		Retirement DROP				3,642
		Retirement Offset Contribution				61,461
		Risk Management Administration				35,245
		Supplemental Pension Savings Plan				81,188
		Unemployment Insurance				4,612
		Workers' Compensation				26,666
Fringe Benefits Subtotal						\$ 1,492,084
Total Personnel Expenditures						\$ 3,638,032

Central Stores Fund

Department Expenditures

		FY2011 Budget	FY2012 Proposed	FY2011-2012 Change
Central Stores	\$	23,843,662	\$ 24,091,711	\$ 248,049
Purchasing & Contracting		16,809	110,593	93,784
Total	\$	23,860,471	\$ 24,202,304	\$ 341,833

Department Personnel

	FY2011 Budget	FY2012 Proposed	FY2011-2012 Change
Central Stores	23.00	22.00	(1.00)
Purchasing & Contracting	0.00	1.00	1.00
Total	23.00	23.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment	0.00	\$ 425,844	\$ -
Total expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			

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Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Equipment/Support for Information Technology Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	62,468	-
Revised Revenue Adjustment to reflect Fiscal Year 2012 revenue projections.	0.00	-	341,833
Total	0.00	\$ 488,312	\$ 341,833

Expenditures by Category

	FY2011 Budget	FY2012 Proposed	FY2011-2012 Change
PERSONNEL			
Salaries and Wages	\$ 760,903	\$ 859,395	\$ 98,492
Fringe Benefits	627,291	715,637	88,346
PERSONNEL SUBTOTAL	\$ 1,388,194	\$ 1,575,032	\$ 186,838
NON-PERSONNEL			
Supplies	\$ 22,071,391	\$ 22,073,391	\$ 2,000
Contracts	257,111	387,674	130,563
Information Technology	50,022	62,468	12,446
Energy and Utilities	85,555	87,643	2,088
Other	8,198	16,096	7,898
NON-PERSONNEL SUBTOTAL	\$ 22,472,277	\$ 22,627,272	\$ 154,995
Total	\$ 23,860,471	\$ 24,202,304	\$ 341,833

Revenues by Category

	FY2011 Budget	FY2012 Proposed	FY2011-2012 Change
Charges for Services	\$ 23,755,471	\$ 24,097,304	\$ 341,833
Other Revenue	105,000	105,000	-
Total	\$ 23,860,471	\$ 24,202,304	\$ 341,833

Personnel Expenditures

Job Number	Job Class	Job Title / Wages	FY2011 Budget	FY2012 Proposed	Salary Range	Total
Salaries and Wages						
20000011	1104	Account Clerk	2.00	3.00	\$31,491 - \$37,918	\$ 110,910
20000171	1236	Auto Messenger 1	1.00	0.00	26,208 - 31,491	-
20000110	1194	Auto Messenger 2	6.00	7.00	29,931 - 36,067	246,155
20000539	1535	Clerical Assistant 2	2.00	0.00	29,931 - 36,067	-
20000545	1536	Contracts Processing Clerk	0.00	1.00	32,968 - 39,811	37,622
20000227	1282	Procurement Specialist	1.00	1.00	49,109 - 59,488	49,109
20000927	1879	Senior Clerk/Typist	1.00	1.00	36,067 - 43,514	-
20000951	1899A	Stock Clerk	1.00	1.00	30,056 - 36,275	35,368
20000950	1899	Stock Clerk	4.00	3.00	30,056 - 36,275	106,104
20000955	1902	Storekeeper 1	1.00	3.00	34,611 - 41,517	112,870
20000956	1903	Storekeeper 2	2.00	1.00	37,835 - 45,718	44,575
20000953	1901	Storekeeper 3	1.00	1.00	39,811 - 47,882	45,249

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Personnel Expenditures (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2011 Budget	FY2012 Proposed	Salary Range	Total
20000538	1533	Stores Operations Supervisor	1.00	1.00	45,573 - 55,078	53,701
		Bilingual - Regular				1,456
		Overtime Budgeted				16,276
Salaries and Wages Subtotal			23.00	23.00	\$	859,395
Fringe Benefits						
		Employee Offset Savings			\$	8,653
		Flexible Benefits				133,650
		Long-Term Disability				7,438
		Medicare				11,143
		Other Post-Employment Benefits				139,040
		Retirement ARC				311,155
		Retirement DROP				1,100
		Retirement Offset Contribution				29,408
		Risk Management Administration				22,154
		Supplemental Pension Savings Plan				27,132
		Unemployment Insurance				1,820
		Workers' Compensation				22,944
Fringe Benefits Subtotal						\$ 715,637
Total Personnel Expenditures						\$ 1,575,032

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Revenue and Expense Statement (Non-General Fund)

Central Stores Fund	FY2011 Budget*		FY2012 Proposed	
BEGINNING BALANCE AND RESERVES				
Balance from Prior Year	\$	28,589	\$	28,784
TOTAL BALANCE AND RESERVES	\$	28,589	\$	28,784
REVENUE				
Interoffice Mail Delivery	\$	371,319	\$	371,319
Reimbursed Material		21,841,382		22,166,937
Reimbursed Material Surcharge		1,462,856		1,479,134
Reimbursement Between Funds		79,914		79,914
Surplus Property Sales		30,000		30,000
Surplus Property Sales Surcharge		75,000		75,000
TOTAL REVENUE	\$	23,860,471	\$	24,202,304
TOTAL BALANCE, RESERVES, AND REVENUE	\$	23,889,060	\$	24,231,088
OPERATING EXPENSE				
Inventory Purchases	\$	22,041,906	\$	22,041,906
Personnel and Non-Personnel Expense		1,818,565		2,160,398
TOTAL OPERATING EXPENSE	\$	23,860,471	\$	24,202,304
TOTAL EXPENSE	\$	23,860,471	\$	24,202,304
BALANCE	\$	28,589	\$	28,784
TOTAL EXPENSE, RESERVES AND BALANCE	\$	23,889,060	\$	24,231,088

* At the time of publication, audited financial statements for Fiscal Years 2010 and 2011 were not available. Therefore, the Fiscal Year 2011 column reflects final budget amounts from the Fiscal Year 2011 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.